

Chapter 5

Using the NSLDS Web SSCR Functions

- 5.1 Overview of NSLDS on the Web Site**
- 5.2 Updating Student Enrollment Data**
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Using the NSLDS Web SSCR Functions

An overview of SSCR web processing is followed with a step-by-step description of accessing and utilizing each SSCR screen on the web page.

5.1 Overview of NSLDS on the Web Site

Most SSCR data is processed in a batch environment, in files transmitted over the Title IV WAN (the transmission is online, but the updating is batch). The NSLDS web page allows you to perform functions online with a PC.

NOTE: You may only view or update students who are associated with your school.

5.1.1 Purposes of Web Processing

You may want to process SSCR data on the web for the following reasons:

- **Updating School Operations Options**—Elements of your school's profile can be updated on the web page. These elements include SSCR reporting cycles, sort selections, and school contact information.
- **Updating Student Records**—SSCR enrollment status data may be reported on the web page. In addition to enrollment status updates, corrections may be made to student records in previously submitted SSCRs. Ad hoc reporting may be used to report mid-cycle changes in students' statuses.

5.1.2 Internet Access

The NSLDS web site can be accessed from your PC using Microsoft Internet Explorer or Netscape Navigator to log on to the Internet. Typing www.nslsdfap.ed.gov will bring you to the NSLDS Web Page Logon Screen (Figure 5-1).

5.1.3 NSLDS Web Logon

To log on to NSLDS, perform the following steps:

1. Enter your NSLDS user ID at the prompt. Your user ID is mailed shortly after you sign up for Title IV WAN access.
2. Press **TAB** to advance the cursor to the PASSWORD field.
3. Enter your NSLDS password. Your password does not display as you type, but the cursor advances across the screen.

4. Click the “**Logon**” button. The NSLDS Privacy Act Disclosure Statement and Monitoring Notice (Figure 5–2) appears with a successful logon.



Figure 5–1, NSLDS Web Page Logon Screen

Completing the NSLDS Web Page Logon Screen will always bring up the NSLDS Privacy Act Disclosure Statement and Monitoring Notice (Figure 5–2). All information contained in NSLDS is protected by federal regulations under the Privacy Act of 1974 (as amended). **It is your responsibility under federal law to comply with Privacy Act regulations governing the protection of information in this database.** Click the “**I Agree**” button to proceed.

NOTE: If you enter an invalid user ID or password, a message will appear at the bottom of the logon screen indicating Invalid User ID or Password. After three unsuccessful logon attempts, the NSLDS Customer Service Center (CSC) activates a lockout but continues to display the Invalid Sign-on Attempt message if you try to log on to the NSLDS web site. You must contact the CSC (1-800-999-8219) to request that your user ID and password be reset. To log on again, wait 30 minutes and then log on to the web. Click Change Password, change your password, and proceed with web processing.



Figure 5–2, NSLDS Privacy Act Disclosure Statement and Monitoring Notice

5.1.3.1 Successful Log on to NSLDS Web Site

A successful log on to NSLDS and acknowledgment of the privacy statement displays the NSLDS Menu Screen (Figure 5–3).

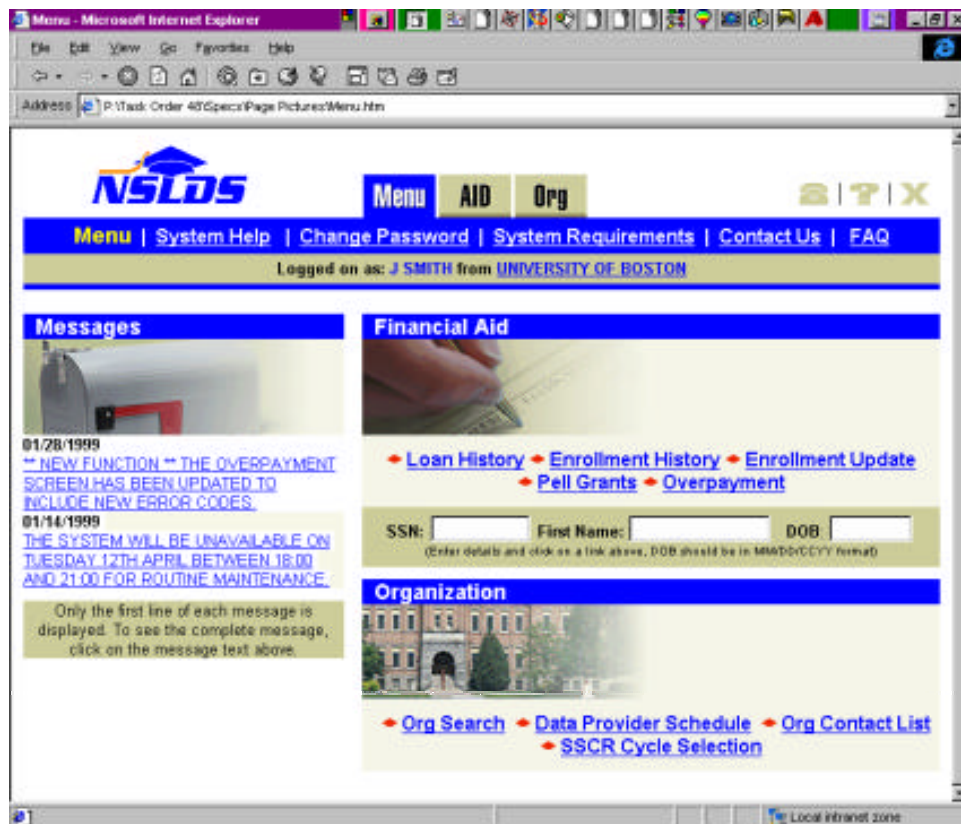


Figure 5–3, NSLDS Menu Screen

5.2 Updating Student Enrollment Data

You can update student enrollment by clicking the NSLDS AID button and selecting Enrollment Update (Figure 5–4).

Enrollment Update (JOE J STUDENT) - Microsoft Internet Explorer

Address: P:\Test Order 40\Specs Page Pictures\Enrollment Update.html

NSLDS Menu AID Org

Loan History | Enrollment History | **Enrollment Update** | Pell Grants | Overpayment

Display New SSN: First Name: DOB: Retrieve

Logged on as : J SMITH from UNIVERSITY OF BOSTON

JOE J STUDENT
SSN: 123 45 6789 DOB: 10/01/1992

? SSCR History at UNIVERSITY OF BOSTON 012345678

Enrollment Code	Effective Date	Certification Date
F	09/01/1998	09/15/1998
W	09/01/1997	09/15/1997
F	09/01/1996	09/01/1996

Anticipated Completion Date : 01/12/1999

? Enrollment Update

Enrollment Code: - Select -
 Enrollment Code Effective Date:
 Certification Date:
 Anticipated Completion Date:
 Student Designator: (opt)
 Submit

PRIVACY ACT OF 1974(AS AMENDED)

Local intranet zone

Figure 5–4, Enrollment Update Screen

5.2.1 Display Student

Begin the web update process by entering the borrower identifiers for your students. On the Enrollment Update Screen, perform the following steps:

1. Enter the student's SSN in the SSN field. Do not type hyphens.
2. Enter the student's first name in the First Name field.
3. Enter the student's date of birth in the DOB field using the MMDDYYYY format.
4. Use your mouse to click the **“Retrieve”** button.

If a match is in the database, the student and associated information are displayed. You are now ready to update the data.

5.2.2 Update Enrollment Data

You can update one or all fields on the Enrollment Update Screen. Make certain to enter the correct Enrollment Code and Status Effective Date. When you are finished entering data, move your cursor to the **“Submit”** button and click. The updated records are submitted to NSLDS for review.

NOTE: Students who do not appear on your SSCR, but are enrolled at your institution, may also be entered and updated.

5.3 SSCR Cycle Selection

You can schedule mandatory and optional SSCR cycles for your school on the SSCR Cycle Selection Screen (Figure 5–5).

Cycle Number	Month	Last Generated	Required Indicator
1	January	01/01/1996	<input checked="" type="checkbox"/>
2	February	02/01/1996	<input type="checkbox"/>
3	March	03/01/1996	<input checked="" type="checkbox"/>
4	April	04/01/1996	<input type="checkbox"/>
5	May	04/30/1996	<input checked="" type="checkbox"/>
6	June	05/01/1996	<input type="checkbox"/>
7	July	06/01/1996	<input type="checkbox"/>
8	August	07/01/1996	<input type="checkbox"/>
9	September	08/30/1996	<input checked="" type="checkbox"/>
10	October	09/01/1996	<input type="checkbox"/>
11	November	10/30/1996	<input checked="" type="checkbox"/>
12	December	11/01/1996	<input type="checkbox"/>

Figure 5–5, SSCR Cycle Selection Screen

To schedule SSCR cycles, perform the following steps:

1. Select your School Category (Quarter, Semester, or Other). The Required Indicator column on the right is filled.
2. Indicate your schedule choices. SSCR reporting should be matched to the campus class schedules to provide accurate and effective reporting.
3. Move your cursor to the **“Submit”** button and click.

Your SSCR schedule is updated, and a confirmation message is displayed at the bottom of the screen.

